



## **NATIONAL GUARD FEDERAL HUMAN RESOURCE OFFICE BULLETIN**

2722 SW Topeka Blvd. Room 136 (North Side), Topeka, KS 66611



# March-April 2010



## **Technician Federal Employees Retirement System (FERS) Recent Changes**

Submitted by Bobbi Harvey  
HRO Employee Relations Specialist

The recently signed, *National Defense Authorization Act for Fiscal Year 2010*, Public Law 111-84, signed on October 28, 2009, provides several changes:

1). authorized unused sick leave to be used as a service credit in the computation of FERS benefits, but not for establishing title to an annuity or in the computation of average salary. (Effective October 28, 2009. individuals eligible for an immediate annuity or survivor's annuity will receive credit for 50% of their unused sick leave balance). Any retirement or death on or after January 1, 2014, will be allowed 100% of their unused balance.

2). FERS employees employed on or after October 28, 2009, will also be given the opportunity to make a redeposit for any previously refunded FERS contributions.

## **Credit for Unused Sick Leave**

Submitted by Bobbi Harvey  
HRO Employee Relations Specialist

Section 1901 amends 5 U.S.C. 8415 to provide service credit for a percentage of an employee's unused sick leave (for which the employee has not received payment) for an employee covered by the Federal Employees' Retirement System (FERS). The percentage of service credit towards the employee's basic annuity computation will be based on the date the entitlement to the annuity began-

- \* 50% in the case of an annuity, and based on a separation from service from October 28, 2009, through December 31, 2013 and
- \* 100% in the case of an annuity entitlement occurring after December 31, 2013.

## **Technician Retirements**

Submitted by MSgt Robin Lewis  
HRO Employee Relations Specialist

### **ARMY**

Congratulations to Harlan P. Kneisel who retired on February 3, 2010 as a Production Controller at the Field Maintenance Shop in Sabetha, KS. Harlan has over 29 years of Technician service. Best wishes to him and his wife Susan.

Best of luck to Roy L. Hosier who retired on January 31, 2010 from his position as a Military Personnel Technician at HQ 891st ENGR BN in Iola, KS. We wish him and his wife Kimberly many happy years of retirement.

### **AIR**

Best wishes to Howard L. Dick who retired on January 30, 2010 with over 28 years of service. Dick was an IT Specialist at the 184<sup>th</sup> IW at McConnell AFB, Wichita, KS. We wish him and his wife Kimberly many happy years of retirement.

## **Bulletin Index**

Page 3: Employee/Income Verification for Technicians

Page 4-9: EAP Healthy Exchange (Winter 2010)

Page 9-10: TSP Highlights

Page 11: Employee Benefits and Performance Information on MyBiz

Page 12: AGR Section

Page 13: EEO: In Honor of Women's History Month, here are many "Firsts" for Women in the Military

Page 14: EEO: International Holocaust Remembrance Day (Sunday, April 11, 2010)

Page 15-16: Technicians (December 2009 & January 2010) (Technician Awards, Accessions, Promotions, Reassignments & Separations)

Page 17-19: Implementation of National Guard Technician Performance Appraisal Program  
( for Managers, Supervisors & Technicians of the Kansas National Guard)

Page 20: HRO Directory

## Employee/Income Verification for Technicians

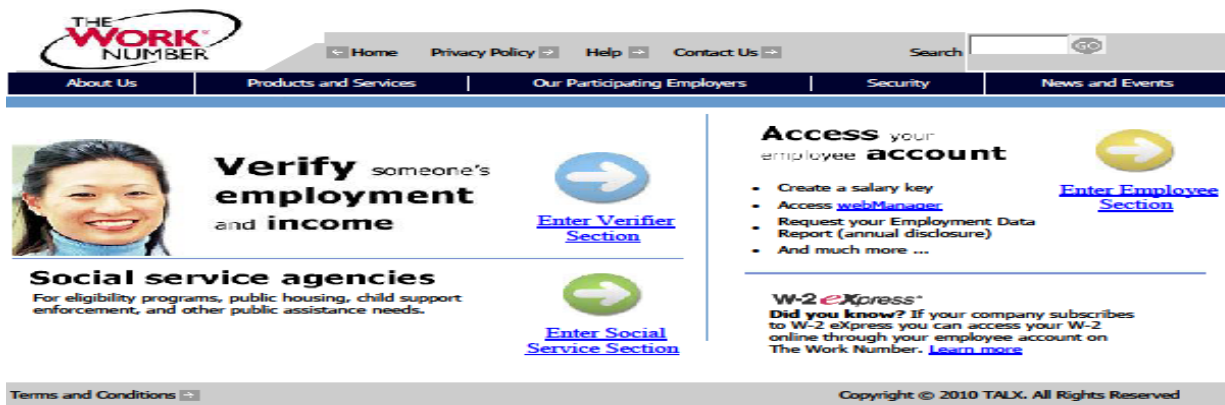
Submitted by MSgt Robin Lewis  
HRO Employee Services Specialist

There is a handy website that actually conducts employment/income verifications for technicians who work for the Department of Defense. (This website is also listed on your LES for Pay Period Ending 01-16-2010). Individuals cannot request verifications. A verification has to be requested by a company. There are two ways in which a company may request a verification for employment or income:

(There is a fee charged based on the verification and usage of the website. Once the company has gone to the website and registered, they should receive an email with a log in and password in which to access the website. Once they are in the website they will be asked to choose a usage plan and whether they are requesting verification for employment or income).

1). They may call this toll free number: 1-800-367-2884. The company may be asked for a "5 digit employee work code." The code is: 10365.

2). They may use their website: <http://www.theworknumber.com/> (The home page of the website should look like the one below).



3). If the information being requested is in their "Instant Verification Records", their request will be provided instantly. If the request requires further verification, they will be prompted to provide further information and will receive an email once the verification has been completed. The email will have a direct link (Reference #), to click on and go straight to their account where they can log in and view the completed verification(s).

4). There is a "Verification Demo" link on the website homepage on the left side that walks the company through the verification process.

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## EAP Healthy Exchange (Winter 2010)

Submitted by Capt Julie Burns  
HRO Chief, Employee Services



### Inside This Issue:

1. [Tips to Improve Work and Family Balance](#)
2. [Raising a Resilient Child](#)
3. [Anxious People Have Higher Heart Attack Risk](#)
4. [For Your Information](#)

### EAP Services:

1. [How to Use Your EAP](#)



### Tips to Improve Work and Family Balance

Finding the right balance between work and family is a difficult and on-going challenge for all working parents. If you're struggling with the demands of work and family, the following ideas and suggestions may help:

## **The most important thing to know**

Work and family don't "balance" automatically. Achieving balance is an on-going process that takes careful listening and communication, planning, joint-decision making and effort. Understanding this can reduce frustration and help you take the actions necessary to create and maintain the right work-family balance for you.

## **First things first**

First and foremost, clarify your values and use them as your guide for planning and making choices regarding work and family demands. Ask yourself these questions:

- What is most important in your life?
- What gives your life meaning?

What do you want to be and to accomplish in your life?

Clarity on these issues is critical because the answers to these questions affect everything else in your life – especially the decisions you make regarding work and family and the way you spend your time.

## **Establish priorities**

There is not enough time to spend doing things that aren't important to you or your family. Identify your various roles and attach a level of priority to each. Make sure you are putting your time and energy into only those things that are truly most important to you.

## **Make a plan**

Discuss work and family balance with your partner on an on-going basis. Develop a plan that integrates your individual and mutual goals with the responsibilities and issues of work and family. Start from a macro perspective that includes your values and goals and work toward a micro view that describes in detail the roles and responsibilities for each family member.

## **Discuss expectations**

Unspoken expectations and assumptions about how things "should" be done are often the cause of work, family and relationship conflict and stress. When our partner or others do not meet our expectations, often we feel hurt or anger. To avoid upset and improve work-life balance, discuss with your partner what you want and expect of each other. In particular, discuss your expectations and attitudes about the following: housework, house maintenance, meal preparation and meal times, child care, elder care, parenting roles and parent involvement, the nature and amount of couple and family time, time devoted to work and career, money or financial issues.

## **Involve the whole family**

Make sure your family knows that their needs take a high priority despite the demands of your job. Talk about the difficulties of meeting work and family responsibilities and let other family members try to help find solutions. Children can also be given tasks that will help the family accomplish what needs to be done. This sharing of tasks not only teaches children responsibility but also gives them a sense of belonging.

## **Share responsibilities**

Divide parenting and household tasks appropriately among family members. Be sure that everyone in your family understands that household tasks are a responsibility for all family members to tackle. Organize the division of labor with your partner so that you each cover those tasks that are the easiest and most enjoyable for you to accomplish. Make a list of "don't-want- to-do" items that are aversive, a waste of your time, or sap your energy. Delegate these tasks or consider paying for some services to be done.



## **Bolster productivity at work**

Organize your work life to maximize your productivity and minimize workplace distractions or unproductive work habits. If you're putting in long hours at work are you making your time count? Working long hours causes stress that often finds relief naturally through workplace distractions or procrastination. Learn to better manage your time at work and avoid procrastination. Not only can you create more time for family but you'll find that you're less stressed and performing better at work.

## Keep clear boundaries

Whether you are at work or home, do your best to stay fully invested in that place during that time. If you are at home with your family, set aside thoughts of work, turn off your cell phone or Blackberry, and give your full attention to your family. Spend some time each day with your partner and each child. Even if it is only for a few minutes, talk, read or participate in an activity together. Everyone, including you, will feel refreshed and loved in such a positive environment.

## Recognize the benefits of balance

Balancing the demands of work and family will have positive pay-offs for your children, your relationships with your spouse/partner and children, and everyone's future happiness. Recognizing this can help you keep in mind the critical need for balance in your life.

## Your EAP is here to help

Remember, your Employee Assistance Program (EAP) is available to help you or your dependents with your personal, family or work-related concerns. All EAP services are prepaid by your employer and strictly confidential. If you need help, why not call an EAP counselor today? We're here to help.



## Raising a Resilient Child

Resilient people have the ability to deal more effectively with stress and pressure, cope with everyday challenges and bounce back from disappointments, adversity or trauma. Many parenting experts believe that resiliency is the most important quality you can instill in your child. How can you foster resiliency in your child? While there are many factors, parenting experts recommend the following:

### What parents can do to help

1. **Show unconditional love.** Love is the most powerful protective factor that parents can give their child. Studies about resiliency have found that kids who overcame a very difficult childhood all had at least one adult in their life who loved and believed in them. Kids feel loved when they know their parents enjoy being with them. Schedule one-on-one time with your child daily and give them your undivided attention. This feeling of specialness is integral to their self-esteem.
2. **Be empathetic.** Empathy is feeling from someone else's perspective and a critical component of all satisfying relationships. By parenting with empathy, you not only foster the healthy, emotional development of your child, but also help your child develop empathy for others. Listen to your child and acknowledge his/her feelings. When your child responds with fear, anger, disappointment or sadness, help them identify the emotions they are feeling. Let them know you understand their feelings. By acknowledging your child's feelings you help your child accept his/her own feelings, which in turn allows your child to resolve them.
3. **Treat mistakes as learning experiences.** Show your child that it's okay to make mistakes, that they are expected, and that mistakes can be a part of the learning process. When a mistake is made, instead of chastising your child or telling him/her what they did wrong, engage your child in a discussion concerning what they think went wrong and how they think they could avoid a similar mistake from happening in the future. By doing so in a positive and encouraging way, your child will learn that making a mistake doesn't automatically mean that they have failed and that they can use mistakes as a way of learning to find better ways to be successful.
4. **Focus on strengths.** Self-worth and resiliency come from experiencing success in areas of life others deem important. Every child possesses areas of strength and it is important for you as the parent to identify and reinforce these, rather than focus on weaknesses. Help your child discover their strengths and build confidence by helping him/her set and work toward reasonable goals. Moving toward a goal and receiving praise along the way will help your child focus on what they can accomplish rather than on failures. Each time your child achieves a goal or successfully solves a problem on their own, it gives them the confidence and skill to persevere the next time they face a challenge.



## Anxious People Have Higher Heart Attack Risk

According to researchers at the University of Southern California, men who scored the highest on tests for anxiety were 30 to 40 percent more likely than the others to have a heart attack. The findings held, said the researchers, even when standard cardiovascular risk factors such as high blood pressure, obesity, high cholesterol, age, cigarette smoking and blood sugar levels were factored in. No matter what risk factors were present, anxious, fearful people have a higher risk.

### 3 strategies to decrease worry and anxiety

The good news is that anxiety is very treatable. If you are concerned about the amount of worry and anxiety you may be feeling, below are three strategies to help:

**Control your worry.** Select a half-hour “worry period” that will take place at the same time and place each day. Observe your worrying throughout your day. When you “catch” a worry beginning, postpone it to your worry period, reminding yourself that you will have time later to worry about it and there is no use upsetting yourself now. When you get to your worry period, spend 30 minutes thinking about your concerns and what you can do about them. Try not to dwell on what “might” happen. Focus more on what’s really happening. Distinguish between worries over which you have little or no control, and worries about problems that you can influence. If you can influence the problem, do some problem-solving and take action. If the worry is largely beyond your control, recognize that little or nothing can be done and that you are only making yourself feel bad by worrying.

**What causes you to feel anxious?** Try to pinpoint what it is you are feeling anxious about. If you can recognize what’s really bothering you, what can you do to eliminate or minimize the situation in some way so that it isn’t so stressful? More important, how can you react differently so you won’t be so affected by this situation?

**Exercise and learn relaxation techniques.** Not only can exercise and relaxation techniques ease tension and relax the body, they can give you a break from worry. For exercise, focus on aerobic exercise like brisk walking, jogging, swimming or cycling. Relaxation techniques may include muscle relaxation, yoga, biofeedback, meditation or deep breathing. Choose what works best for you.

### Your EAP is here to help

If your worry or anxiety seems excessive, uncontrollable or is significantly interfering with your daily functioning, contact your Employee Assistance Program (EAP) for CONFIDENTIAL counseling, referrals or information. We’re here to help you or your dependent family members with most-any personal, family or work-related concern. If you need help, why not call a professional EAP counselor today? We’re here to help.

## Do You Know the Signs of an Anxiety Disorder?

According to the National Institute of Mental Health (NIMH), anxiety disorders are the most common mental illness in the U.S., affecting more than 19 million Americans each year. What are the most common anxiety disorders and their related symptoms?

**Generalized Anxiety Disorder** – Constant, exaggerated worrisome thoughts and tension about everyday routine life events and activities, lasting at least six months. Almost always anticipating the worst even though there is little reason to expect it; accompanied by physical symptoms, such as fatigue, trembling, muscle tension, headache, or nausea.

**Panic Disorder** – Repeated episodes of intense fear that strike often and without warning. Physical symptoms include chest pain, heart palpitations, shortness of breath, dizziness, abdominal distress, feelings of unreality, and fear of dying.

**Post-Traumatic Stress Disorder** – Persistent symptoms that occur after experiencing or witnessing a traumatic event such as rape or other criminal assault, war, child abuse, natural or human-caused disasters, or crashes.



Nightmares, flashbacks, numbing of emotions, depression, and feeling angry, irritable or distracted and being easily startled are common.

**Obsessive Compulsive Disorder** – Repeated, intrusive and unwanted thoughts that cause anxiety, often accompanied by ritualized behavior that relieves this anxiety.

### Getting help

According to the NIMH, ninety percent of people with emotional illnesses will improve or recover if they get professional help.

## For Your Information

### Couple Conflict

The best time to talk with your partner about serious issues is not when he or she has just arrived home after a long day at work or is preoccupied with concerns of his or her own. Gauge your partner's receptivity to talking before you begin a difficult conversation. If the timing is off, ask your partner if you can set aside a specific time to speak within the next few days. A conversation is likely to go much better when both parties are ready to have it.



### Alcohol Use and Sleep

Use alcohol in moderation only, and not before bedtime. Do not use alcohol to induce sleep. A nightcap can lull you to sleep, but alcohol typically produces light, unsettled sleep. Additionally, using alcohol to fall asleep could lead to dependency.

### Time Management Tips

1. Make a list, prioritize it and check things off as you get them done.
2. Review your list from time to time. Is everything on that list necessary?
3. Ask yourself, "What's the best use of my time right now?" Then do it.

## Technician Employee Assistance Program

### PROVIDED BY YOUR EMPLOYER FOR YOU AND YOUR DEPENDENTS

Your Employee Assistance Program is a prepaid and confidential program designed to help employees and their dependents resolve problems which may be interfering with their personal, work or home life. EAP Consultants offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your EAP Counselor can work as a team to find solutions.

For assistance, call EAP Consultants at: **800-869-0276** or request services by secure e-mail on the Member Access page of our website at <http://www.eapconsultants.com/>.

We are pleased to inform you of improvements to the EAP's website, which include easier access and additional resources.

On-line services are now grouped into one page of resources for employees and a second page of resources for supervisors. Users need only login once to the web site with their employer password. When they do, the site will display all of the programs available to your employees and supervisors.

New resources include two versions of Drug-Free Workplace training. One course is aimed at employees and the second is directed toward supervisors. Through these one-hour courses, participants learn about alcohol and other mood altering drugs, the impact of substance abuse at work, and their role in maintaining a safe and drug-free workplace. Employees and supervisors may take the on-line courses, pass a brief post-test and receive a printable certificate documenting their completion of the course.



In the new Supervisor Resources page, we now provide a downloadable Supervisory Guidebook that includes information on how to make EAP referrals and other important resources to help your supervisors better understand and take advantage of the EAP as a resource to assist employees with personal or job related problems. For quick information reference, an EAP Supervisor Referral Overview and EAP Supervisor Referral Flow Diagram has been added to the site.

To visit the EAP web site, go to [www.eapconsultants.com](http://www.eapconsultants.com) and click on the Member Access page. If you don't remember your employer password, please request it at: [password@eapconsultants.com](mailto:password@eapconsultants.com) or call us at 800-869-0276.

Best Regards,  
EAP Consultants, Inc.



# Thrift Savings Plan HIGHLIGHTS

January/February 2010



**What's Stopping You?**

If you received the leaflet pictured above in the mail, you are one of approximately 375,000 Federal employees covered by the Federal Employees' Retirement System (FERS) who is not currently contributing your own money to your TSP account. Although your agency is putting in an amount equal to 1% of your pay each pay period, you are missing out on the additional 4% that you can claim by making a contribution of 5% of your basic pay. Even if you contribute less, you still get matching money. Don't let this valuable benefit slip through your fingers — use either Form TSP-1 ([www.tsp.gov](http://www.tsp.gov)) or your agency's electronic version of the form to sign up. Start saving today!

**Need savings and investment information?**

Try some of these public interest websites:  
[www.mymoney.gov](http://www.mymoney.gov)  
[www.asec.org](http://www.asec.org)  
[www.investoreducation.org](http://www.investoreducation.org)  
[www.sec.gov/investor](http://www.sec.gov/investor)

## The Bull by the Horns

Less than 18 months after the world financial system looked into the abyss, the crisis appears to be over. But we don't know what the future will bring to the financial markets, anymore than we know what the future will bring to us in any other area of life. Whether your personal philosophy agrees with the financial "bull" who believes that markets will follow an upward trend, or with the "bear" who believes that markets will follow a downward path, you should have a plan for your retirement that reflects your informed financial views and your personal goals. Fortunately, you are already a participant in one of the finest retirement savings plans in the world. Let 2010 be the year you make the most of it.

**What's your plan?** For almost all of you, your three potential sources of retirement income are your annuity payments, Social Security benefits, and your personal savings and investments, including the TSP and any other retirement accounts you may have.

If you are a FERS employee, the TSP is a critical component of your Federal retirement benefit. It is designed to provide a significant portion of your retirement income. That is why FERS employees receive agency contributions to their accounts — the Agency Automatic (1%) Contribution and the potential for up to 4% of basic pay each pay period in Matching Contributions. You have to save 5% of your pay to get the full match. Anything less is just walking away from free money.

If you are a CSRS employee or a member of the uniformed services, your pension payments will be a sizeable portion of your retirement income. As a supplemental savings plan, the TSP offers a great opportunity to save and invest, tax deferred, at very low cost.

**Are you contributing as much as you should to the TSP?** By law, you can contribute up to \$16,500 to the TSP in 2010 — the IRS elective deferral limit. If you are age 50 or over, you can contribute an additional \$5,500 in catch-up contributions, for a total of \$22,000. If you are a member of the uniformed services, you may contribute a total of \$49,000 in tax-deferred and tax-exempt money. Those are big sums, more than many TSP participants can save in their TSP accounts, and more than many TSP participants may need to save to reach their retirement goals.

Realistically, how much should you be saving? Use the Retirement Planning Calculator on the TSP website to get an estimate of how much you will need for retirement. If you find that you are not saving enough, start devising a strategy now to reach your goal. As you plan to maximize your savings, remember that what you save in the TSP comes out of your pay before taxes are calculated, which effectively reduces the amount of your taxable pay. As a result, because you pay less in taxes, your TSP contribution takes less out of your pay than its face value. For example, for a TSP participant making \$38,000 a year, a 5% TSP contribution from biweekly pay would be \$73, but the participant's paycheck would be reduced by only \$61.\*

\*This example is based on a married individual filing jointly in 2008 with two dependents. (Continued on back)

TSP website: <a href="http://www.tsp.gov">www.tsp.gov</a>	ThriftLine: 1-TSP-YOU-FRST (1-877-968-3778) Outside the U.S. and Canada: 404-233-4400	TDD: 1-TSP-THRIFTS (1-877-847-4385)
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### How is your investment strategy working for you?

You have now received three annual participant statements (for 2007, 2008, and 2009). Each statement shows your "Personal Investment Performance." Compare how well your investment strategy for each of the three years compared to the annual returns of the TSP funds for those same years (shown below). You might also consult the Historical Returns charts on the TSP website to see how funds did over a longer period.

You may find that some funds did better than your personal performance, and some may not have done as well. Because it is difficult, if not impossible, to predict which funds will do well in any given time period, the TSP created the L Funds. Each L Fund is a professionally diversified mix of all five TSP funds (G, F, C, S, and I), giving you a chance to benefit from higher rates of return when they occur in certain funds, while mitigating your losses when they occur in other funds. The mix lowers your level of risk as you get closer to the year you'll need your money in retirement.

The only choice you need to make is the L Fund that comes closest to that year. For example, if you think you will need your money between 2025 and 2034, you'd likely choose the L 2030 Fund. (Visit the TSP website for a full discussion of the L Funds.)

**Educate yourself.** Let's face it. The best place to go for financial advice is most likely not your co-worker in the next cubicle. Whether or not you consult a professional for financial advice, there is no substitute for learning as much as you can about your personal finances. There are many sources of information in print and on the Internet to help you make savings and investment decisions. These sites can also give you ideas to help you reduce your monthly expenses so you can afford to save more. Look for sites presented in the public interest that have nothing to sell you and don't seek to influence your investment decisions. See the list on the reverse page for some ideas. Here's to learning more and saving more in 2010!



Rates of Return										
	L 2040	L 2030	L 2020	L 2010	L Income	G Fund	F Fund	C Fund	S Fund	I Fund
Monthly 2009										
Jan	-7.67%	-6.69%	-5.58%	-2.61%	-1.74%	0.19%	-0.86%	-8.41%	-8.19%	-11.93%
Feb	-8.52	-7.47	-6.22	-2.95	-1.98	0.21	-0.39	-10.64	-10.22	-10.23
Mar	7.08	6.30	5.35	2.82	2.06	0.24	1.38	8.81	8.64	7.20
Apr	9.38	8.20	6.79	3.20	2.37	0.21	0.49	9.58	15.00	12.13
May	6.19	5.45	4.66	2.28	1.70	0.25	0.78	5.60	3.97	13.41
June	0.09	0.12	0.14	0.24	0.26	0.27	0.54	0.24	0.73	-1.08
July	7.01	6.16	5.16	2.44	1.94	0.28	1.59	7.58	8.66	9.74
Aug	3.41	3.02	2.57	1.30	1.07	0.28	1.03	3.62	3.85	4.87
Sept	3.56	3.14	2.63	1.32	1.08	0.26	1.07	3.74	5.94	3.79
Oct	-2.15	-1.81	-1.39	-0.38	-0.26	0.26	0.51	-1.86	-5.51	-2.41
Nov	3.98	3.55	3.00	1.47	1.27	0.26	1.30	6.00	3.85	3.16
Dec	2.12	1.85	1.50	0.70	0.59	0.25	-1.55	1.94	6.57	1.43
Annual 2000 - 2009										
2000	-	-	-	-	-	6.42%	11.67%	-9.14%	-	-
2001	-	-	-	-	-	5.39	8.61	-11.94	-	-
2002	-	-	-	-	-	5.00	10.27	-22.05	-18.14	-15.98
2003	-	-	-	-	-	4.11	4.11	28.54	42.92	37.94
2004	-	-	-	-	-	4.30	4.30	10.82	18.03	20.00
2005	-	-	-	-	-	4.49	2.40	4.96	10.45	13.63
2006	16.53	15.00	13.72	11.09	7.59	4.93	4.40	15.79	15.30	26.32
2007	7.36	7.14	6.87	6.40	5.56	4.87	7.09	5.54	5.49	11.43
2008	-31.53	-27.50	-22.77	-10.53	-5.09	3.75	5.45	-36.99	-38.32	-42.43
2009	25.19	22.48	19.14	10.03	8.57	2.97	5.99	26.68	34.85	30.04
The returns for the TSP funds represent net earnings after deduction of accrued administrative expenses and, in the cases of the F, C, S, I, and L Funds, after deduction of trading costs and accrued investment management fees. Additional information about the TSP funds, the related indexes, and their respective 1-, 3-, 5-, and 10-year returns can be found in the TSP Fund Information sheets on the TSP website.										

# Employment Benefits and Performance Information on MyBiz

<https://compo.dcpds.cpms.osd.mil/>

Submitted by Bobbi Harvey  
HRO Employee Services Specialist

Please take a moment to review a few tips on how to submit a claim to ensure prompt reimbursement.

HCFSAs and LEX HCFSAs Accounts: You must file a claim form with FSAFEDS to be reimbursed for an eligible expense. The Health Care Claim Form:

[www.fsafeds.com/forms/FSAFEDS\\_HC\\_Claim.pdf](http://www.fsafeds.com/forms/FSAFEDS_HC_Claim.pdf) is available on the FSAFEDS website at :  
[www.FSAFEDS.com](http://www.FSAFEDS.com) Please note the handy calculator we have added for your convenience to use when totaling your expenses.

With your completed claim form, you must submit either one or both of the two items below to document your claim:

- \* Explanation of Benefits Statement (EOB) - This is the statement that you typically receive each time that you, or a health care provider, submit a claim for payment to your health, dental or vision care plan. The EOB shows the expenses paid by the plan and the amount you must pay. You must include the EOB for expenses that are partially covered by the health care plan.
- \* Acceptable Evidence - For expenses not covered by your insurance or for expenses that you elect to submit directly to your insurance plan, you must sign the claim form verifying that the expense is not covered and/or has not been reimbursed by FEHB, FEDVIP or any other cancelled check alone is not to be processed without acceptable evidence of your expenses. A cancelled check alone is not acceptable evidence. Acceptable evidence includes detailed receipt (s), that contain the following information:

- \* Type of service or name of product purchased
- \* Date expense was incurred.
- \* Your name or your dependant's name for whom the service/product was provided, except for the over-the-counter medications.
- \* Person or organization providing the service/product
- \* Amount of the eligible expense

DCFSAs Accounts: You must file a claim form with FSAFEDS to be reimbursed for an eligible expense. The Dependant Care Claim Form: [www.fsafeds.com/forms/FSAFEDS\\_DC\\_Claim.pdf](http://www.fsafeds.com/forms/FSAFEDS_DC_Claim.pdf) is available on the FSAFEDS website at: [www.FSAFEDS.com](http://www.FSAFEDS.com) With your completed claim form, you must include supporting documentation for your dependant care expenses with your claim. You must either have the provider sign the affidavit on section (s) 2 and/or 5 of the claim form or attach a copy of your bill or signed receipt. The bill or signed receipt must include the date (s) of service. If your provider is tax exempt, enter all 9's for the Provider's Tax ID.

If you have any questions, please contact: [FSAFEDS@shps.com](mailto:FSAFEDS@shps.com) or toll-free at 1-877-FSAFEDS (372-3337), TTY: 1-800-952-0450, Monday thru Friday, 9:00 a.m. to 9:00 p.m., Eastern Time.

## AGR Section

Submitted by 1LT Kendrea Shingleton  
AGR Manager

### **Obtaining W-2's for Income Tax Filing:**

W-2's for Active Component members are available for printing on MYPAY.

### **AGR leave Procedures for Holidays &**

**Weekends:** IAW AR 600-8-10 and AFI 36-3003, when a leave period encompasses a Holiday or a weekend, the intervening holiday/weekend days must be charged as leave.

**Army:** Automated Leave Group Supervisors and Administrators are responsible for ensuring leave is requested and CHARGED IAW rules and regulations. Supervisors must also ensure that Soldiers are being charged for leave at any point they are considered not available for duty. *AR 600-8-10 Para 5-27, "A Soldier remains in an available-for-duty-status during normal off duty hours unless absence is authorized."*

**Duty Status Change:** A DA 4187 is required for AGR Soldiers to indicate a change in Duty Status (i.e. Present for Duty to AWOL). In AWOL cases, DA 4187 and proper supporting documentation should be forwarded to NGKS-HRA-P so pay may be held. A DA 4187 is also used to take a Soldier in and out of Hospitalization. According to AR 600-8-6 Table 2-3, rule 30, when a DA 4187 is done changing duty status from Hospitalization to Present for Duty, enter the number of days absent in Section IV of the DA 4187 and include any applicable APPROVED Convalescent Leave time.  
\*\*Convalescent Leave must be approved in advance\*\*

**Retirement: AGR:** There is often confusion about how to compute an AGR retirement, specifically surrounding the member's retirement points. Unlike traditional Guard members an AGR/active duty retirement is based on years of active service (years, months & days), not points. Retirement calculators are available at:

[http://militarypay.defense.gov/Retirement/ad/04\\_redux.html](http://militarypay.defense.gov/Retirement/ad/04_redux.html)

**2010 Spring Joint Conference:** Registration is continuing for the 2010 Kansas Joint Conference 26-28 March 2010, in Wichita, Kansas. Per The Adjutant General's memo, dated 31 January 2010, all assigned officers of the Kansas Army National Guard are expected to attend this professional development session from 0900-1600 hours. Contingent upon registration and attendance at the business session, Permissive TDY will be authorized for 27 March 2010 for those participating in the convention activities on that date.

### **DA Form 5960, Authorization to Start, Stop, or Change Basic Allowance for**

**Quarters:** AGR Soldiers that are reassigned to a new duty station are required to submit an updated DA Form 5960. All DA Forms 5960's should be submitted to the HRO-AGR Office within 30 days of the effective date of reassignment.

## **In Honor of Women's History Month here are Many "Firsts" for Women in the Military**

Submitted by SFC Francisca Jimenez  
EEO Specialist

First Lieutenant Annie G. Fox, Chief Nurse at Hickam Field, was the first Army nurse to receive the Purple Heart for her work during the Japanese attack on Pearl Harbor, December 7, 1941.

**Source: AMEDD, U.S. Army**

The women of World War II served under the following branches: Women's Army Corps (WAC), Women Accepted for Volunteer Emergency Services (WAVES), and Women Air Force Service Pilots (WASPS). The years these respective women's corps were officially recognized were in 1943, 1948, and 1979.

**Source: American Armored Foundation**

Dr. Mary Edwards Walker was the second woman to graduate from medical school in the United States and the first U.S. Army female surgeon who earned the Congressional Medal of Honor for her service during the Civil War. A stamp honoring Dr. Walker was issued in 1982 commemorating her accomplishments.

**Source: St. Lawrence County, NY Branch of the American Association of University Women**

The first director of the Women's Army Corp (WAC), Colonel Oveta Culp Hobby, was the first woman to receive the U.S. Army's Distinguished Service Medal in 1945.

**Source: Women's Memorial**

First Lieutenant Cordelia E. Cook was the first woman to receive the Bronze Star while serving in the Army Nurse Corps in Italy during World War II. Cook was also awarded the Purple Heart, making her the first woman to receive two awards.

**Source: American Armoured Foundation**

In 1943, Lieutenant Edith Greenwood received the Soldier's Medal for her heroism at a military hospital in Yuma, Arizona during World War II. She was the first woman to earn the honor.

**Source: State of Connecticut Dept. of Veterans Affairs**

In 1970, Elizabeth P. Hoisington and Anna Mae Hays were promoted to the rank of Brigadier General, making them the first female generals in U.S. history.

**Source: State of Connecticut Dept. of Veterans Affairs**

# International Holocaust Remembrance Day

**Sunday, April 11, 2010**

Submitted by SFC Francisca Jimenez  
EEO Specialist

January 27 marks the anniversary of the [liberation of Auschwitz-Birkenau](#), the largest Nazi death camp. In 2005, the United Nations General Assembly designated this day as International Holocaust Remembrance Day (IHRD), an annual day of commemoration to honor the victims of the Nazi era. Every member nation of the U.N. has an obligation to honor the memory of Holocaust victims and develop educational programs as part of an international resolve to help prevent future acts of genocide. The U.N. resolution that created IHRD rejects denial of the Holocaust, and condemns discrimination and violence based on religion or ethnicity.

To commemorate International Holocaust Remembrance Day 2010, the U.S. Holocaust Memorial Museum hosted a candle-lighting ceremony attended by the Washington, D.C. diplomatic community, Holocaust survivors, and the general public.

Additionally, the President of Poland, Lech Kaczynski, presented Museum Director Sara J. Bloomfield with the Officers Cross of the Order of Merit of the Republic of Poland in recognition of the Museum's work in preserving the memory of the victims of the Holocaust, educating people worldwide about this tragedy, and furthering Jewish-Polish relations.



Museum Director Sara Bloomfield was recognized by Poland's president on International Holocaust Remembrance Day.

[Read](#) or [watch](#) President Barack Obama's remarks commemorating International Holocaust Remembrance Day, which acknowledges the work of Sara Bloomfield and the Museum in preserving the memory of the Holocaust.

The United States officially commemorates the Holocaust during Days of Remembrance, which is held each April, marking the anniversary of the [Warsaw Ghetto uprising](#). The Museum is mandated by the U.S. Congress to lead the nation in commemorating this day.

Visit <http://www.ushmm.org/remembrance/dor/> for more information and resources.

Information was taken from the United States Holocaust Memorial Museum website:

[http://www.ushmm.org/museum/exhibit/focus/ihrd/comment\\_post.php](http://www.ushmm.org/museum/exhibit/focus/ihrd/comment_post.php)



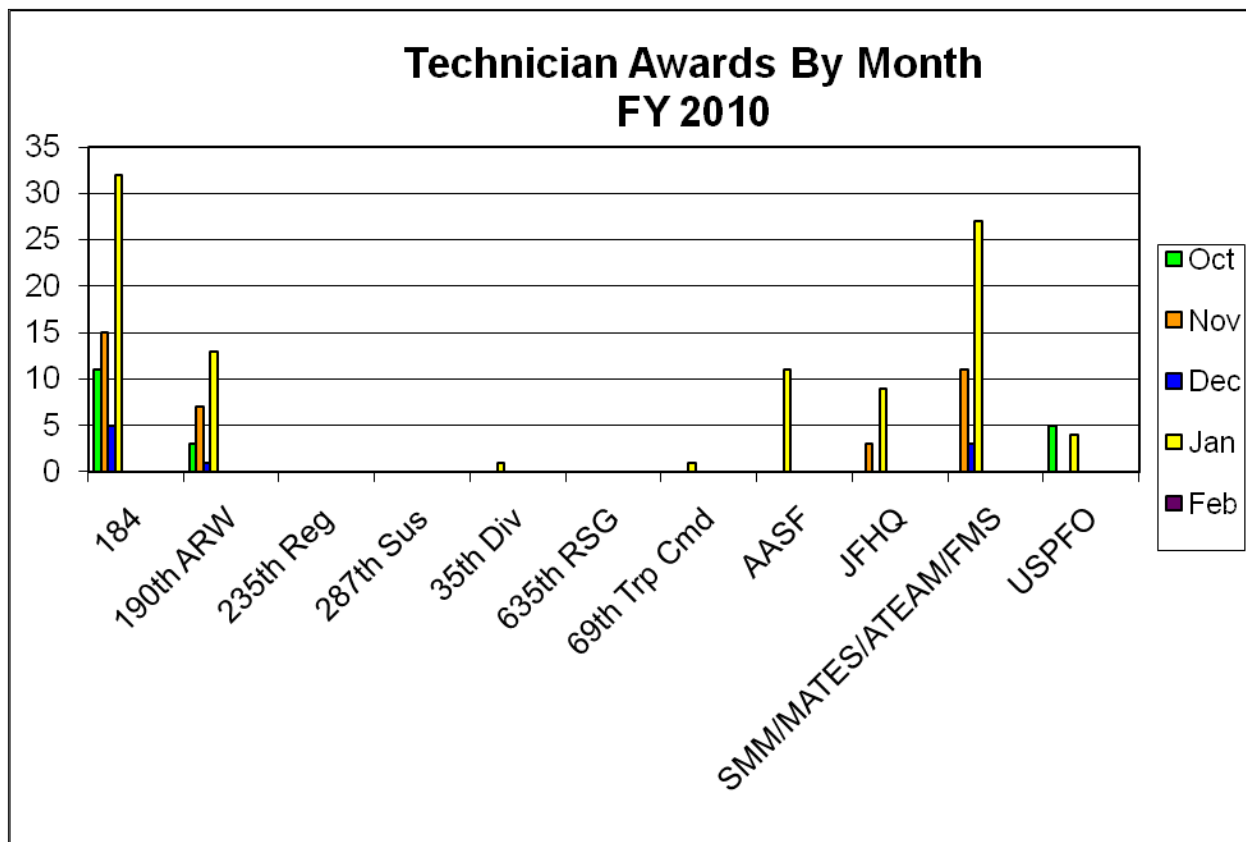
# TECHNICIANS

## December 2009 & January 2010

Submitted by MSgt Kathy Thornton  
HRO Assistant

### Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, and Quality Step Increase (QSI) for the months of December 2009 and January 2010. \*Note: Sustained Superior Performance (SSP) Awards turned in from Oct – Dec 2009 are reflected in January 2010.



### ACCESSIONS

Bailey, Derrick L., JFHQ/DOM  
 Bailey, Jennifer J., 190 ARW  
 Benoit, Matthew P., 184 IW  
 Beverly, Frederick C., MATES  
 Biery, Jeremiah J., FMS 11  
 Carver, David A., 891<sup>st</sup> Engr BN  
 Crouch, Wesley W., MATES  
 Davis, Deanna D., JFHQ/ Fam Prog  
 Drum, Bobbi L., 184 IW  
 Enlow, Joshua L., 184 IW  
 Epperly, Joshua K., 190 ARW  
 Feldt, Matthew D., 1-161 FA BN  
 Fisher, Douglas J., JFHQ/JOC  
 Fowler, Lance M., Joint Staff  
 Gawith, Raymond L., 287<sup>th</sup> Sust BDE  
 Green, Lexi R., 190 ARW  
 Gully, Kenneth S., CMD ADMIN OFC  
 Hernandez, Robert P., 287<sup>th</sup> Sust BDE  
 Hoesli, Jeremiah W., FMS 2  
 Hogan, Christopher D., 184 IW  
 Horniman, Andrew W., FMS 4

Keene, Shane D., AASF 2  
 Lucht, Matthew J., CMD ADMIN OFC  
 McNutt, Tyisha D., 190 ARW  
 Meisenhelter, Michael S., JFHQ/DCS  
 Metcalf, Brad R., 190 ARW  
 Milnes, Jennifer L., ATEAM  
 Monarez, Laurie L., 287<sup>th</sup> Sust BDE  
 Morgan, Daniel R., 2-137 IN BN  
 Mugg, Jr., David W., 287<sup>th</sup> Sust BDE  
 Nelson, Adam R., 190 ARW  
 Palmer, Trenton B., AASF 2  
 Prock, Jason M., CMD ADMIN OFC  
 Putman, Jr., Robert W., 287<sup>th</sup> Sust BDE  
 Ramsey, James L., 1-161 FA BN  
 Reich, Brandon L., AASF 2  
 Rider, Phillip T., FMS 7  
 Rocha, Edward L., FMS 11  
 Schlingmann, Robert F., FMS 7  
 Waller, Tracy D., FMS 2  
 Wittig, Christopher M., 287<sup>th</sup> Sust BDE



**TECHNICIANS**  
**December 2009 & January 2010**  
**CONTINUED...**

**PROMOTIONS**

Bartell, Daniel R., MATES  
Brooker, Roger D., 190 ARW  
Crumpton, Danny J., Constr & FAC  
Davis, Albert G., AASF  
Divish, Tony D., DOM  
Endecott, Larry R., 184 IW  
Hannan, Lawrence E., DOM  
Mulanax, Mark O., 190 ARW  
Hulse, Matthew J., 184 IW  
Hunsecker, Elizabeth A., USPFO  
Mangiaracino, Daniel J., 190 ARW  
McCall, Russell O., CSMS  
Montgomery, William D., 190 ARW  
Rowland, Bret A., 184 IW  
Schwartz, Richard E., 190 ARW  
Scott, Ricky E., ATEAM  
Stiner, Daniel W., 184 IW  
Taylor, Michael P., ATEAM  
Uken, Kendra D., ATEAM  
Williams, Jr., Howard E., FMS 8

Milnes, Jennifer L., MATES  
Montanez, Emilio M., ATEAM  
Mooneyham, James K., AASF 2  
Moore, Stephen R., CSMS  
Payne, Dru L., JFHQ/JOC  
Payton, Allen W., 287<sup>th</sup> Sust BDE  
Peavler, Danielle N., 190ARW  
Potter, Ingrid E., FMS 3  
Prock, Jason M., CMD ADM OFC  
Reazin, Matthew W., FMS 3  
Ringer, Robert W., 184 IW  
Schlingmann, Michael E., DOM  
Schneider, Michael J., 190 ARW  
Sheaffer, Christopher H., AASF  
Smith, Jenny D., 287<sup>th</sup> Sust BDE  
Thomas, Jesse L., MATES  
Wilson, Carolyn K., 190 ARW  
Woodyard, Boyd A., AASF 1  
Zepeda, Norma, 891<sup>st</sup> ENGR BN

**REASSIGNMENTS**

Best, Anthony, DCS  
Deal, John S., FMS 8  
Himelrick, III, Robert D., FMS 3  
Krull, Roger A., DOM  
Homewood, Mary L., Mil Per SPT OFC  
Murdock, Roger D., USPFO  
Shedd, Lewis W., 190 ARW  
Wellmeier, Harold W., ATEAM  
Wright, Michele M., HRO

**SEPARATIONS**

Alley, Emily F., 190 ARW  
Anderson, Rebekah L., Constr & FAC  
Baker, Jason M., CMD ADMIN OFC  
Baker, Jimmie L., 35 IN DIV  
Bedore, Lance, FMS 1  
Bieberle, Michael D., ATEAM  
Birnell, David J., 891<sup>st</sup> ENGR BN  
Carson, Deborah J., JFHQ/DCS  
Cox, Marc A., ATEAM  
Davis, Deanna D., 190 ARW  
Dick, Jr., Howard L., 184 IW  
Diebert, Lydia C., Recruit & Retention  
Fox, Sheryl L., MILPO SIDPERS  
Hidalgo Mendez, Jerling M., 190 ARW  
Hobbs, James R., 285h Sust BDE  
Hosier, Roy L., 891<sup>st</sup> ENG BN  
Hutter, John A., 190 ARW  
Kappel, Joshua R., 2 HQ STARC  
Kennedy, Jr., Lawrence G., FMS 7  
Knowles, Joe A., Joint Staff  
Lenhart, Robert L., 190 ARW



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS KANSAS  
2800 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KS 66611-1287

NGKS-HRZ

18 December 2009

MEMORANDUM FOR Managers, Supervisors and Technicians of the Kansas National Guard

SUBJECT: Implementation of National Guard Technician Performance Appraisal Program

References: (a) Technician Personnel Regulation (TPR) 430 dated 5 November 2009  
(b) NGKS Supplement 1 to TPR 430 dated 18 December 2009

1. During initial conversion into the performance management program, technician appraisals will be closed out with an effective date of 31 March 2010 under the previous technician appraisal system. During this period the 12 month annual rating period may be extended. The chart below is to be used for initial conversion. The initial performance appraisal period will be effective 1 April 2010 through 30 September 2010. Proceeding year's appraisal periods will be on an annual basis with the appraisal year being 1 October through 30 September. Close out and conversion dates may be different for newly hired technicians or those technicians who have had a change of rater. In these cases the 120 calendar day minimum period of performance must be met. For technicians currently on a trial period, an official performance appraisal cannot be completed until the technician has completed 12 months of Federal service.

Birth Month	Close Out Date	Total Rating Period
January	31 March 2010	14 months
February	31 March 2010	13 months
March	31 March 2010	12 months
April	31 March 2010	11 months
May	31 March 2010	10 months
June	31 March 2010	9 months
July	31 March 2010	8 months
August	31 March 2010	7 months
September	31 March 2010	6 months
October	31 March 2010	5 months
November	31 March 2010	4 months
December	31 March 2010	15 months

2. Mandatory training will be provided for all supervisors during the week of 29 March 2010. Additional guidance with times and locations will be forthcoming.

KATHRYN L. HULSE, Col, KSANG  
Human Resources Officer

Attachment:  
Frequently Asked Questions

## **FREQUENTLY ASKED QUESTIONS**

### **How are trial period employees converted into the new performance appraisal program?**

Trial period employees must complete their one year trial period. The employee will convert into the new performance appraisal program after they complete their trial period.

### **What is a Close-out Assessment?**

A close-out assessment occurs anytime there is a change in the supervisor/employee relationship where the supervisor is no longer responsible for evaluating the employee's performance. The supervisor is responsible for preparing the close-out assessment and entering the assessment into the PAA tool. The losing supervisor does not provide a rating of record with the close-out assessment. At the end of the appraisal period, the gaining supervisor will prepare the final appraisal considering the close-out assessment and the employee's performance during the balance of the rating period.

In the new performance appraisal program, the losing supervisor is no longer able to recommend performance based incentive awards (QSI or Performance). They may recommend non-performance based incentive awards (Time-Off or Special Act or Service).

Examples of when a close-out assessment is to be completed are when a supervisor changes positions, retire or will be on an extended absence to include military deployments OR when an employee changes positions resulting in a new supervisor.

Reference TPR 430, Para 2-9(f).

### **Can an employee have two appraisals in an appraisal period?**

No, per 5 CFR 430 there will be only one formal rating of record per appraisal period.

### **Do supervisors still conduct quarterly reviews with their employees?**

Supervisors will provide on-going informal dialogue and feedback throughout the rating cycle. At least one interim performance review will be prepared and documented during the appraisal period.

Reference TPR 430, Para 2-9(e).

**How do you handle multiple periods of military duty during the appraisal cycle?**

The key is was the employee on an approved performance plan for at least 120 days?

**Example 1:** Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 31 May 11. The approved performance clock starts again on 1 Jun 11. The technician remains in technician status until 30 Sep 11 (120 days)

**Answer:** The supervisor prepares an annual appraisal.

**Example 2:** Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 30 Jun 11. The approved performance clock starts again on 1 Jul 11. The technician remains in technician status until 30 Sep 11 (less than 120 days).

**Answer:** Technicians must be observed for at least 120 calendar days under an approved performance plan prior to the end of an appraisal period. Postpone the rating of record until the technician has satisfied the minimum 120 day performance period.

## HRO Directory

Human Resource Office 2722 SW Topeka Blvd. Rm 136 Topeka, KS 66611

HRO Secretary: (785) 274-1180 HRO Fax: (785) 274-1604

Topic	Technician (785) 274-xxxx	AGR (785) 274-xxxx
Absence and Leave/Advance Technician Leave	x1172	x1838
Administrative Actions	x1172	x1182
Adverse Actions/Discipline	x1162	x1182
Awards	x1172	
Classification/Desk Audits	x1161	
Compatibility	x1160	x1186
Contract Negotiations	x1162	
Defense Personnel Data System	x1165	x1165
Death	x1172	x1838
Disability	x1172	x1164
Discipline	x1162	x1182
Employment Authorizations	x1172	x1838
Environmental Differential/Hazardous Duty Pay	x1172	
Equal Employment Opportunity	x1166	x1168
Family Programs	x1171	x1171
Employee Support of the Guard & Reserve	x1559	x1559
Employment Verifications	x1208	x1838
Flexible Spending Accounts	x1208	
Grievances	x1162	
Hatch Act	x1170	
Health Benefits	x1208	x1164
Hours of Duty	x1162	x1162
In-Processing	x1187	x1164
Injury Compensation	x1208	
Job Vacancy Announcements	x1160	x1186
Jury Duty	x1172	
Labor-Management Relations	x1162	
Life Insurance	x1208	x1838
Manning Document/Maintenance	x1163	x1186
Merit Promotion/Staffing	x1160	x1186
Military Deposits	x1208	
Pay Administration	x1160	x1838
Performance Management	x1172	x1182
Performance Plans/Appraisals		
OER's/NGOER's	x1172	x1182
Permanent Change of Station (PCS)	x1510	x1838
Personnel Records	x1160	x1838
Personnel Actions/Appointments/Conversions/Promotions/Reassignments/Separations/Pay	x1187	x1838
Physical Fitness Program	x1162	x1162
Positions Descriptions	x1161	
Position Management	x1161	x1186
Reduction-in-Force	x1160	